

# ***San Geronio Pass Water Agency***

**DATE:** June 3, 2024  
**TO:** Board of Directors  
**FROM:** Lance Eckhart, General Manager  
**BY:** Tom Todd, Jr., Chief Financial Officer  
**SUBJECT: PROCUREMENT POLICY REQUIRED NOTIFICATION; INFORMATION ONLY**

## **BACKGROUND**

The Procurement Policy requires the General Manager to notify the Board concerning various contracts.

## **ANALYSIS**

This report notifies the Board about the following contract that the General Manager has authorized according to the Procurement Policy:

- **Provost and Pritchard Consulting Group; Grant Administration for the Sustainable Groundwater Management Grant, Nested Casings Monitoring Wells; \$45,000**

The Agency was recently awarded a \$2.05 million dollar grant from the Department of Water Resources Sustainable Groundwater Management Grant Program for the Nested Casings Monitor Wells project. Amongst many items required by the grant, grant administration on the grant is required. Grant administration includes managing all of the grant deliverables, providing a deliverable due date schedule, gathering and generating quarterly progress reports and quarterly invoices, and developing draft and final grant completion reports. Provost and Pritchard was selected for the grant management for this project due to project familiarity, as they drafted and submitted the successful grant application for this project.

## **FISCAL IMPACT**

This expenditure is included in the General Fund Budget for FY 2024-25, in the Consulting and Engineering Services category, in the Monitoring Well Drilling line item (line 74 of the draft General Fund budget for FY2024-25). The Agency will be invoiced by Provost and Pritchard monthly as fees are accrued. Because the main activity to be charged to this line item will likely extend into FY 2025-26, the charges for this contract are also expected to extend into FY 2025-26.

Grant administration charges are included in expenses covered by the grant, so will be reimbursed under the grant agreement.

Minimal charges are expected in the FY 2023-24 General Fund budget and will be included in the General Engineering line item of the Consulting and Engineering Services category.

Total costs for the monitoring well project are unknown at this time. The budget as best as can be determined at this time for this line item is \$2.3 million.

**ACTION**

No action. This report informs the Board about contract authorizations according to the Procurement Policy.